



**POST PAYMENT REQUEST FORM**

EMAIL: [AP-PROCESSING@OUHSC.EDU](mailto:AP-PROCESSING@OUHSC.EDU)

Name:

Email:

Please provide the voucher information below and select BOTH a Payment and Reissue Action. Voucher information can be found by searching for the voucher through Regular Entry in PeopleSoft and using the OU Voucher Info tab.

VOUCHER#	CLAIM#	INVOICE#	PAYMENT#	WARRANT DATE	AMOUNT	SUPPLIER NAME AS LISTED IN PEOPLESFT

**PAYMENT ACTION**

**EFT Reversal**

Select this option when a supplier payment has been made via EFT and needs to be reversed. The Payment Action form must be submitted to the Oklahoma State Treasurer within 5 business days of the transaction.

**Warrant Cancellation**

Select this option when a supplier payment has been made via warrant/check and needs to be reversed. This option can only be used if the check is in your possession. Departments must attach the original check to this request.

**Stop Payment**

Select this option when a supplier payment has been made via warrant/check, the check has been lost en route to the supplier and the payment needs to be stopped. Please note that the Oklahoma State Treasurer assess a \$15.00 fee for each stop payment request. If you want the fee charged to a different chart field than what was on the original payment, please list it below. Note that if the original payment was made using SPNSR or SP490 funds, you MUST provide an alternate spread for the fee.

FUND	ORG	FUNCTION	ENTITY	SOURCE	PURPOSE

**Cancelled by Statute**

Select this option when payment to a supplier has been cancelled by statute because it was not redeemed within 90 days of issuance.

**REISSUE ACTION**

**Reissue Payment**

Check this box if the payment should be reissued. Please provide an explanation in the Reason section below as to why payment should be reissued. If payment should be sent to an alternate address, the address must be in PeopleSoft for regular suppliers. Note that reissued payments on certain types of funds may require supplementary documentation. Accounts Payable will contact you if additional documentation is required.

**No Reissue Required**

Check this box if the payment should not be reissued. Please provide an explanation in the Reason section below how the payment was either paid by other means or why it is not due. Accounts Payable may request additional documentation to support this inaction.

**Reason**

Please use this section to explain the reissue action. This section MUST be completed for all actions, including not reissuing a payment.

**Address for Reissue**

Please use this section to list the correct payment address if the payment should be issued to a new location. Note that the address must first exist on the Supplier record in PeopleSoft, for regular vouchers. Please contact [Suppliers@ou.edu](mailto:Suppliers@ou.edu) for more information on address additions.